

Christ Episcopal Church, Dearborn
Minutes of Vestry Meeting - Sunday, May 20, 2018

Attendance: Lynn Becker (from 12.38pm), Nick Bell (Clerk), Carolyn Blackmore (Warden), Diana Brehob (from 12.35pm), Selia Danes, Kevin Green (Treasurer, from 2pm), Barbara Hall, Dennis Kirchoff (Warden), Michael Mroczyk, Holly Schanz, James Thornton (from 12.42pm), Mitch Yudasz (Intern), Terri Pilarski (Rector)

Absent:

Guests: Sue Bennett, Margaret Green, Pat Snyder

Recording Secretary: Nicholas Bell

Gathering: Lounge

Call to Order

- Terri opened the meeting at 12:32pm

Agenda (additional business)

- The agenda as emailed by Terri on May 19 was accepted without changes or additions

Approval of 2017 Parish Report

- On April 26, Diana made an eMail motion to approve the 2017 Parish Report as emailed by Terri on that date. Michael seconded the motion
- The motion passed with five Vestry members voting in favor and none opposed. Four vestry members did not register a vote

Minutes of Vestry meeting held on April 22, 2018

- Carolyn made a motion moved to approve the minutes of the April 22, 2018 Vestry meeting, Dennis seconded the motion. There was no discussion. The motion was approved with all seven Vestry members present in favor and none against

Opening Prayer

- Terri led a Bible study on a passage from Isaiah, Chapter 65

Mission Field

- Renaissance Strategy Task Force (RSTF) update -- Sue Bennett
 - The group is looking forward to the joint meeting between RSTF and Vestry on Tuesday evening May 29 at 7pm in the Lounge
 - The group has been meeting bi-monthly for over a year
 - A successful Renaissance at Christ Church will rely on whole church engagement
- Building Usage Group update – Margaret Green
 - For the past year a committee of Margaret, Ron Jurgens, Pat Snyder, Donna Behm, Selia Danes, Nancy Lehnert and Dennis Kirchoff has been reviewing policies and procedures for building users at CECD
 - A welcome packet of information for building users has been developed, including: building use agreement, facility use guidelines and relevant policies
 - Discussion of the document will be scheduled at the June Vestry meeting
- Faithwalking workshop June 1 & 2 -- Terri
 - Registration closes on Friday. The seminar will be cancelled if less than twelve people register
- Baptized for Life program – Terri
 - Learn more at <http://baptizedforlife.org/> and click on 'Catechumenate' in the menu bar

- This program, from Virginia Theological Seminary (VTS), has been developed to promote spiritual growth in congregations
 - The program has a grant from the Lily Endowment Inc
- CECD has been asked to be one of three parishes in the Diocese of Michigan to participate
 - There is a natural tie with Halim Shukair's (Curate Associate) ministry at CECD. Halim graduated from VTS this month
- CECD will be given the opportunity to apply for a portion of the grant to implement the program at CECD. The application is to be submitted by December 2018
- A parish wide pre-program survey is a part of the process; most likely occurring before mid-June

The Vestry went into closed session from 1.40pm until 2.30pm

Curate Associate – Dennis and Carolyn

- Dennis made a motion that CEC Establish a Curate Support Fund to be administered as provided for in the Covenant of Call with Halim Shukair . The motion was seconded by Selia. There was no discussion and the motion passed with eight Vestry members in favor, none opposed and one abstention
- Carolyn made a motion that Vestry designate a Curate Associate housing allowance of \$20,000 for 2018. Dennis seconded the motion
 - There was discussion about the housing allowance and the Curate's responsibilities for IRS reporting
 - The motion passed with all nine Vestry members in favor

Other Business

- Finance Update – Kevin Green
 - Offering Plate Income and Total Income were over budget for April by about \$5,000. Year to date Offering Plate Income is about \$1,250 below budget
 - Year to date overall income is only approx \$900 below year to date budget
 - Expenses were generally at budget levels for April and overall \$6,500 below year to date annual budget
 - The year to date deficit is about \$5,500 better than forecast at stands at negative \$18,781
 - Servant Keeper software use is going well so far and Erin(office), Colleen (book keeping) and Kevin continue to learn how to use the various features and features
- Music Advisory Team update – Diana Brehob
 - Diana, Selia, Terri, Chris Burkhalter and Shannon McKenney-Shubert. The first meeting of the group is Thursday next week
 - Cary Dumas has a recommendation for a person who can evaluate the refurbished organ and provide a report on the remaining adjustments required. Cary commented that the organ was much improved today, compared with the last time he served as substitute organist
- Vestry member phone calls to parishioners – Carolyn Blackmore
 - As in summer 2017, Vestry members are being asked to contact all members. Returning Vestry members will contact the same list of parishioners contacted in summer 2017
 - Terri and Carolyn will provide each Vestry person with a new or confirmed list of people to contact; June 2018 talking points; and briefing for members who are new to Vestry since last year (Lynn, James, Holly and Barb)

- The target is to have made these individual calls by June 10

Reflection

- Michael commented that Vestry should discuss Vestry start and end times with a goal to be consistent and predictable. Today’s meeting started after forum, instead of at Noon and ran about 35 minutes longer than scheduled. One approach would be not to schedule an adult forum on the dates of Vestry meetings and plan to gather at 11.45am

Closing Prayer

- Terri closed the meeting with a prayer

Adjourn: 3:06pm

Next Vestry Meeting: **Tuesday** May 29th at 7pm (with RSTF); Sunday June 24th

Summer Courier: (Vestry) Dennis, due June 6th

VPOD: June 1 Lynn; June 10 Carolyn; June 17 Selia; June 24 Diana

Action Items carried forward from prior meetings:

Date	Action Item	Due Date	Resp. (name)
1/20/2018	Establish review & compensation committee	tbd	Carolyn (for wardens)
1/20/2018	Role of children’s music director	tbd	Terri
2/18/2018	Review undesignated gift policy and review with Vestry	tbd	Carolyn / Michael
2/18/2018	Scenario plan for loss of top two pledging households	tbd	Finance
2/28/2018	Agree three to five annual goals for 2018	tbd	Terri / Vestry
3/18/2018	Create policy for Bagley Fund and review with Vestry	tbd	Carolyn/Michael
3/18/2018	Sabbatical conversation with Rector	tbd	Terri and wardens
4/22/2018	Continue commissions, Vestry job descriptions, roles & responsibilities	May June	Terri / Carolyn
4/22/2018	Review environmental impact and stewardship opportunities	June	Carolyn
5/20/2018	Send list of parishioners to call and June 2018 talking points to Vestry members	Early June	Terri / Carolyn
5/20/2018	Vestry members to call and speak with all parishioners	June	Vestry members
5/20/2018	Dialog on consistent Vestry meeting start and end times	August	Michael / Carolyn
5/20/2018	Review packet of building use information, policies and facility use requests	June	Dennis/Building Use Cttee

Vestry 2018 meeting dates:

- May 29 (**Tuesday**) 7pm in the lounge with RSTF
- June 24 -- **11.30am in Lounge**
- No meeting in July
- August 19 -- **11.30am in Lounge**
- September 23
- October 21
- November 11
- December 9
- January 19, 2019 (Saturday) with Finance